



THE MILLENNIUM GROUP

www.tmgi.net

703-260-6716

8(a) Certified

THE MILLENNIUM GROUP INTERNATIONAL

BUSINESS CERTIFICATIONS

- SBA 8(a) CERTIFIED
DEBRA DANIELS, BOS,
WASHINGTON DISTRICT OFFICE
- SBA CERTIFIED SMALL
DISADVANTAGED BUSINESS
- GSA MOBIS GS-10F-0412P
SIN 874-1 CONSULTING
SIN 874-2 FACILITATION
SIN 874-4 TRAINING SERVICES
- SERVICE DISABLED VETERAN
SMALL BUSINESS VIA
TEAMING AGREEMENT
- SWAM CERTIFIED - VIRGINIA
- CERTIFIED LDBE BY
WASHINGTON AIRPORTS
- MBE VIRGINIA MINORITY
SUPPLIER DEVELOPMENT
COUNCIL

NAICS Codes

- 541611- General Management
Consulting Services
- 541612 - Human Resources
Consulting Services
- 541613 - Marketing Consulting
Services
- 541614 - Process and Logistics
Consulting Services
- 541618 - Other Management
Consulting Services
- 541990 - All Other Professional
Services
- 561110 - Office Administrative
Services
- 611430 - Professional and
Management
Development Training

The Millennium Group International, LLC (TMG) is an SBA 8(a) Certified management consulting and professional services firm. TMG is based in the Washington, DC area and has served government clients since 1998. Clients benefit from using our most innovative methods of building organizational capacity. Our dedication and long-standing commitment to quality ensure you that long-term projects will be completed on time and to your full satisfaction. Because we work with you to create strategies and policies that stand the test of time, the future of your organization is secure.

TMG Expertise

Human Capital Consulting

- Organizational Development
- Workforce Development
- Strategic Alignment
- Team Building

Facilitation & Coaching

- Executive Coaching
- Facilitation & Mediation
- Leadership Team Development
- Mentoring
- Succession & Retention Management
- Off-site Meetings

Financial Management

- Cost Analysis and Cost Studies
- Independent Cost Estimation
- Earned Value Management
- Planning, Budgeting, Tracking

Professional Development Training

- Leadership & Management
- Communications
- Compliance
- Diversity and Inclusion
- Emotional Intelligence
- Productivity

Business & Management Process

- Business Process
Improvement
- Economic Analysis
- Capital Budgeting &
Business Investment
- Measurements and
Benchmarking
- Business Case Analysis

Financial Management

- Cost Analysis and Cost
Studies
- Independent Cost
Estimation
- Earned Value Management
- Planning, Budgeting,
Tracking

Program Management

- Project Management
- Change Management

Grants Management

- Technical Assistance
- Meeting Planning &
Logistics
- Compliance Reviews
- Best Practices Reviews

CONTACT TMG

- Millennium Group International, LLC
- 46169 Westlake Dr., Suite 24, Sterling, VA 20165
- Point of Contact: Jeffrey Rocha, CEO, phone (703) 260-6710, fax 703-763-2367, email: jeffrocha@tmgi.net
- DUNS: 128132094, Cage Code: 3NBY9, EIN: 54190612733
- Web site: www.tmgi.net



GS-10F-0412P

Contract Holder

THE MILLENNIUM GROUP INTERNATIONAL, LLC | 46169 Westlake Drive | Suite 240 | Sterling | VA | 20165

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Telephone: 703-260-6716

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TMG Federal Government Clients



U.S. Citizenship
and Immigration
Services



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Contact THE MILLENNIUM GROUP INTERNATIONAL

Jeffrey Rocha
CEO & Principal
jeffrocha@tmgi.net



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Contracting with TMG

MOBIS Advantage GS-10F-0412P

Government purchase cards are accepted
Maximum Order: \$1,000,000
Minimum Order: \$300

	TMG
Labor category	Rate per Hour
Exec. Level/Program Manager	\$325.00
Sr. Level/Program Mgr/Task Leader	\$280.00
Senior Consultant	\$220.00
Management Consultant	\$150.00
Administrative Assistant	\$45.00

About**THE MILLENNIUM GROUP INTERNATIONAL**

Since 1998, TMG has partnered with clients to build organizational capacity through management consulting solutions. We have gained a reputation for providing top quality services at very competitive rates in virtually every aspect of professional services.

Based out of Sterling, VA, TMG is comprised of a talented cadre of seventy top consultants and has been instrumental in improving hundreds of government, corporations, and not-for-profit organizations by helping to develop their most important asset, their people.

The vast experience of our management and consulting teams is what sets us apart. TMG is led by CEO Jeff Rocha who has over 25 years of business leadership experience. Please call him for more information at 703-260-6710.

*Federal
Government
Clients*

- Army National Guard
 - Technical Writing
- Bureau of Economic Analysis
 - Training
- Commodity Futures Trading Commission
 - Training
- Congressional Budget Office
 - Teambuilding
- Department of Commerce
 - Training
- Department of Energy
 - Strategic Workforce Planning
- Department of the Treasury, Treasury Acquisition Institute
 - Training
- Library of Congress
 - Mentoring Program
 - Employee Orientation Program
- Military Sealift Command
 - Executive Facilitation
 - Training
- NASA, Langley Research Center
 - Cost Estimation and Analysis
- NIH/Clinical Center
 - Competencies Development
- NIH/NIAID
 - Employee Orientation Program
 - Mentoring Program
 - Executive Coaching
- US Census Bureau
 - Business Process Improvement
 - Training
- USDA/APHIS
 - Executive Coaching
- USPS/OIG
 - Performance



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Customer Information

- 1a. SINS Offered: 874-1, 874-1RC Consulting Services, SIN 874-2, 874-2RC Facilitation Services, SIN 874-4, 874-4RC Training Services
- 1b. Identification of the Lowest Priced Model: N/A
- 1c. Description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services shall be provided: (See pages 12-13)
2. Maximum Order: \$1,000,000
3. Minimum Order: \$300
4. Geographic Coverage (delivery area): Domestic only
5. Point(s) of Production: Same as Company address
6. Discounts: Government net prices (discounts already deducted)
7. Quantity Discounts: N/A
8. Prompt Payment Terms: N/A (Net 30 days)
- 9a. Notification that Government purchase cards are accepted or not accepted above the micro purchase threshold: will accept
10. Foreign items: None
- 11a. Time of Delivery: As specified on each Task Order/Service Agreement.
- 11b. Expedited Delivery: N/A.
- 11c. Overnight and 2-day delivery: N/A
- 11d. Urgent Requirements: Contact Contractor.
12. F.O. B points: Destination.
- 13a. Ordering Address: Same as Company address.
- 13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule home page (fss.gsa.gov/schedules)
14. Payment Address: Same as Company address.
15. Warranty Provisions: Contractor's standard commercial warranty.
16. Export packing charges: N/A
17. Terms and Conditions of Government Purchase Card Acceptance: (Any Thresholds above the Micro Purchase Level): Contract Contractor.
18. Terms and Conditions of Rental, Maintenance, and Repair: N/A
19. Terms and Conditions of Installation: N/A
20. Terms and Conditions of Repair Parts: N/A
- 20a. Terms and Conditions for Any other Services: N/A
21. List of Service and Distribution Points: N/A
22. List of Participating Dealers: N/A
23. Preventative Maintenance: N/A
- 24a. Special attributes such as environmental attributes (e.g., recycled content energy efficiency and/or reduced pollutants): N/A
- 24b. If applicable, indicate that Section 5-8 compliance information is available on EIT supplies and services: N/A
25. Data Universal Numbering System (DUNS) number: 128132094
26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered.



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Representative Client List

Acterna	Destiny Health	The Nature Conservancy
The Adams National Bank	Development Alternatives, Inc.	NIH/Clinical Center
Advanced Technology Systems	Dewberry and Davis	NIH/National Institute for Allergies & Infectious Diseases
American Association of Justice	Dimensions Healthcare System	Noblis
American Chemical Society	E*TRADE Bank	Northrup Grumman
American College of Cardiology	Employment Enterprises Inc.	Ocean Pines Fire Department
American Council on Education	Elizabeth Glaser Pediatric Aids Foundation	Orange Business Systems
American Diabetes Association	Family Health International	Orbital Sciences
American Institute of Ultrasound in Medicine	FIBRETEK	Peake DeLancey
American Israel Public Affairs Committee (AIPAC)	Friendship Public Charter School	Personal Communications Industry Association
American Management Systems	General Dynamics	Porter Novelli
American Petroleum Institute	Getronics	Rolls Royce of North America
American Psychiatric Association	Health Systems Research, Inc.	Savvis
American Psychological Association	Heart Rhythm Society	See Forever Foundation
American Public Health Association	HHS University	SHRM/HRCI
American Red Cross	Hickok Cole Architects	SiloSmashers
American Systems	Host Hotels and Resorts	SRA International, Inc.
The American University and WAMU	InfoPro Incorporated	Synthetic Organic Chemical Manufacturers Association (SOCMA)
Association of Financial Professionals	Johns Hopkins University Applied Physics Laboratory	Thales Communications, Inc.
Association for Supervision and Curriculum Development	JustinBradley	Trade Center Management Association
The British Embassy	L-3 Communications	Trammell Crow Company
Booz Allen Hamilton	Library of Congress; Congressional Research Service	Treasury Acquisition Institute
Bureau of Economic Analysis	Leica Microsystems, Inc	Treasury Inspector General for Tax Administration
Business Finance Group	Maggio & Kattar, PC	Triple Canopy
CareFirst	ManTech International Corporation	US Conference of Catholic Bishops
Carl Freeman Companies	Marriott International	USDA
Chemical Safety Board	McDonough Bolyard Peck	USO
The Chronicle of Higher Education	MD & VA Milk Producers Cooperative Association, Inc	USPS Office of Inspector General
CNSI	Military Officers Association of America	US Census Bureau
comScore	Military Sealift Command	University of Maryland/Baltimore
Congressional Budget Office	MITRE Corporation	Vangent, Inc.
Constellation Power	Monster	VeriSign
Convera	Meridian Medical Technologies	Vibrant Solutions
Corporation for Public Broadcasting	NCQA	VISA International
Creative Technology Incorporated	NCRIC, Inc.	Washington Metro Transit Authority
DC Water and Sewer	National Air Transportation Association	Washington Gas
Delta Sigma Theta	National Association of Broadcasters	Washington Speakers Bureau
Department of Commerce	National Association of Wholesalers	WebMethods
Department of Education	National Council of Teachers of Mathematics (NCTM)	The Wilderness Society
Department of Homeland Security/USCIS		Women in Technology
Department of Interior		

THE MILLENNIUM GROUP INTERNATIONAL, LLC

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Organizational Transformation

The Millennium Group International, LLC (TMG) partners with clients seeking to improve performance through analysis of existing business problems, development of improvement plans, and facilitation of implementation. Since 1998, TMG is a trusted, well-respected management consulting partner noted for our exemplary credentials, objective advice and recommendations, and our consultant's specialized business experience and expertise.

TMG Consulting Services provide a blend of strategy development, change management assistance, financial analysis, operational improvement guidance, development of coaching skills, and technology implementation. TMG consultants are current in their field, which provides clients with industry benchmarks and the insight to apply best practices in unique organizations.

The TMG Advantage

- ✓ **Improve Bottom Line Results**
- ✓ **Course Correct and Get on the Path to Success**
- ✓ **Align People, Processes and Technology**
- ✓ **Stimulate Growth Through Innovation**
- ✓ **Boost Productivity, Engagement and Retention**
- ✓ **TMG is the ideal partner**

Strategic Planning and Development

Translate the organization vision into reality. Strategic plans are developed through an integrated approach of balancing the vision and mission of the organization with everyday operations. Bring clarity and alignment through the creation of a strategic roadmap. Implement strategy with Leadership Team Facilitation, Talent Assessments, Incentives & Accountability Structures, Coaching, and Gap Analysis.

Leadership Development

TMG designs and implements leadership development processes that reflect current organizational trends and best practices such as flat organizations, inclusive organizational cultures, and the creation of leadership and team cultures. Leaders learn to communicate, delegate, and follow through effectively. Leaders also learn to help the team deliver business results and develop group capacities and strengths.

Business Process Transformation

The TMG team partners with clients to improve business processes through redesigning the way work is done to better support the organization's mission and reduce costs. This is accomplished through identifying customer needs and performance problems, reassessing strategic goals, defining reengineering opportunities, managing reengineering projects, and controlling risks while maximizing benefits.

Business Model Analysis

Position the business for growth with a thorough analysis of competitive standing, value drivers, and organizational and financial capacity. Quantitatively review the impact of new ideas and develop as successful growth strategy. TMG will develop forecast that can drive restructuring or reorganizations, new product launches, new lines of business and mergers and acquisitions.

IT Governance

Insure the stakeholders are achieving the most value from technology assets.

Organizational Development

Articulating the vision, mission, goals, and values provides the foundation and the capability to decentralize, while allowing the organization to maintain adaptiveness and speed as the company diversifies and grows.

Financial Realignment

The achieving the right cost structure provides the baseline for all business activities. TMG acts as an impartial 3rd party to find to efficiencies that will fund to most important priorities. Examine the full spectrum of cost cutting options and move quickly towards executing savings strategies

Cost Benefit Analysis

By developing a complete understanding of the implications resulting from a major financial investment, senior leaders can move forward confidently with executing a plan and successfully reaching the intended results.

Program Management

Manage the complexity of multiple projects to achieve business objectives and delivering results that satisfy stakeholders. TMG utilizes established frameworks in order to inform solid decisions over the course of a project or program. This process enables the anticipation of routine changes to business strategy and needs.

Continuity

Consultants often stand in to provide continuity in transitional positions on a temporary basis.



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Human Resources Consulting

The Millennium Group International, LLC (TMG) provides clients with Human Resources Consulting services to strengthen HR support capacity, enabling the treatment of employees in an effective, legal, fair, and consistent manner. TMG consultants allow clients to accelerate completion existing initiatives, undertake new projects or quickly solve difficult, pressing issues.

Benefits

- ✓ Create a more efficient and effective HR organization.
- ✓ Improve ability to anticipate and support organizational changes.

Total Rewards and Compensation

Comprehensive total rewards and compensation services - analyses, design, and implementation consultation. Update your compensation plan now, in order to attract and retain employees, improve morale, and control labor costs.

HR Guidelines/Policies

Employee Handbooks

Reference guides to employee resources, policies and procedures.

HR Audits

Thorough review and analysis with recommendations for change to ensure the organization remains internally and externally compliant.

Managing Within the Law

This program helps managers understand their responsibilities to maintain a work environment free of discriminatory conduct.

Diversity and Respect in the Workplace

Communicate your organization's policy to employees regarding effective and respectful communication, a harassment-free workplace, and the value of a diverse organization.

Affirmative Action Plans

Develop plans for organizations on an on-going basis.

Strategic Workforce Programs

Employee Opinion Surveys

Gather data about organizational values, retention, employee engagement, etc. Follow up with implementation of recommendations for organizational climate improvement.

Career Transition Services

Provide guidance, expert assistance, and client coaching during career transition to enhance career transition skills.

HR Strategic Leadership Development

Leadership development series geared specifically to HR leaders, targeting consulting, teaming and strategic thinking skills.

Onboarding Programs

Structured program which expedites new-hire-to-productivity cycle time, accelerates the socialization process, improves new-hire retention rates and creates employee engagement.

Retention

Comprehensive retention studies and recommendations for dramatically improving employee retention.

Performance Management

Design and customize performance management training as well as performance management systems.

Strategic Workforce Planning

A process for identifying and addressing gaps between the current workforce and future needs.

Interventions

Organizational Development

Develop internal capacity to most efficiently and effectively conduct core mission and to sustain organization over the long term.

Change Management

Transition individuals, teams, and organizations from a current state to a desired future state.

Mediation

Assisting individuals in client organizations with reconciling differences through a confidential, trust building process.

Interim Placements

From Director level to Generalist, ensuring the continuity of services to the organization to promote a steadfast Human Resources function.

The TMG Advantage

- ✓ Subject Matter Experts
- ✓ Customized Solutions For High Impact
- ✓ Experienced With Delivering Results



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Leadership Development

The Millennium Group International, LLC (TMG) provides clients with leadership development programs which bring out the best in leaders. Since 1998, TMG has partnered with a wide variety of commercial, non-profit and government organizations to enable leaders to accelerate performance in alignment with organizational goals with sustained measurable results. Leaders learn to communicate, delegate, and follow through effectively, to help the team deliver business results and develop group capacities and strengths.

Benefits to Expect

- ✓ Better business results
- ✓ Greater employee engagement
- ✓ Improved employee performance
- ✓ Higher retention
- ✓ Greater accountability
- ✓ More effective teams
- ✓ Leaders that work effectively with diverse view points

Succession Management

The overarching rationale for developing most succession management processes is a desire to build "bench strength", develop leadership behaviors, and retain high performers in order to ensure future organizational effectiveness. TMG designs and implements succession management/ leadership development processes that reflect current marketplace and organizational trends such as flat organizations, inclusive organizational cultures, and the creation of leadership and team cultures.

Executive Coaching

TMG's coaches provide in-person coaching services by meeting face-to-face with the executive and distance coaching electronically between face-to-face meetings. The coach also plans strategies to support the executive, designs experiments, and documents process and progress. TMG utilizes a 4 phase process generally implemented over a three to six month timeframe. Coach "matching" is facilitated by TMG's so that the executive can interview and select a coach based on expertise in executive goal areas and learning/interaction style.

Leadership Development Training

Foundational and skill-building leadership training helps managers at every level understand the role of an effective leader in your organization. Participants assess their own natural leadership style and identify areas for development and improvement. Leaders will learn how to make decisions to involve team members to a lesser or greater degree, depending on the circumstances of each situation. Learning focusing on the following competencies:

- Developing self
- Developing others
- Improving work processes
- Leading organizational change

Leadership Team Development

TMG Executive Coaches facilitate and coach leadership teams to focus strategically, develop and implement strategy, solve real-time business issues, and improve team effectiveness and interactive processes. Leadership team development enables leaders and team members to re-think the way they approach problems. Teams will adopt new ways of communicating, making decisions, and getting results, thus resulting in an Increase in capacity to learn and collaborate with team members.

Action Learning

Participants learn to question their own and each other's thinking rather than giving advice. As a result, participants develop better coaching skills, and refine the art of effective questioning and teamwork.

Mentoring Programs

Mentoring is a development strategy through which seasoned individuals share knowledge, expertise, skills, values, perspectives, attitudes and know-how with others in a one-on-one or group setting. This process enables the learner to build skills and knowledge while attaining specific organizational and career development goals. It provides an opportunity for the experienced person to enhance skills and knowledge areas as a mentor.

Program Support

360 assessments, offsites, leadership competencies development and much more!



The TMG Advantage

- ✓ Wide variety of development programs
- ✓ Sizable cadre of Top Coaches, Instructors and Facilitators
- ✓ Customized for high impact
- ✓ Interactive and engaging
- ✓ Experienced with getting results
- ✓ Superior service through a partnering approach: collaborative and responsive

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Executive Coaching

Executive Coaching is about bringing out the best in people. It has taken on new forms and meanings as we conduct business in the 21st Century. The Millennium Group International, LLC's (TMG) Executive coaching process assists organizations, executives, managers, teams, and individuals learn, grow, and change.

For decades, athletes, public speakers, and performing artists have turned to coaches to help them perform better. TMG's Coaches facilitate movement to the next level of performance by creating a learning process designed to help individual's understand what is needed to reach their personal best.

The TMG Advantage

- ✓ Sizeable cadre of experienced certified coaches
- ✓ TMG Coach Match selection process providing the right choice for clients
- ✓ Experienced with getting results
- ✓ Superior service through a partnering approach: collaborative and responsive

The Benefits

- ✓ Set bigger and better goals
- ✓ Make better decisions
- ✓ Take more effective and focused actions
- ✓ Develop personal accountability
- ✓ Balance life with less stress



TMG Executive Coaches

The TMG executive coaches are all certified by organizations recognized by the International Coaching Federation or have experience equal to certification. The typical profile of a TMG coach is:

- 15 years of business experience with high level leadership experience
- 10 years of executive coaching and organizational development experience as a consultant
- Focused on outcomes and results.

All of the TMG coaches have had their own executive career, which affords our coaches an excellent mix of academic and practical working knowledge. These characteristics enable faster results for the client. TMG coaches are typically coach mid to senior level career level executives and are experienced with C-level executive and board of directors facilitation assignments.

TMG carefully selects its consultants from referrals received from current consultants, clients and business colleagues. More than 50% of TMG's consultants have served TMG clients for over five years and several have been on the TMG consultant team since business inception in 1998.

The TMG Process

The Millennium Group International LLC's Executive Coaching is generally implemented in four phases in 6-12 monthly meetings over a three to six month timeframe. Phases I and II initiate the process with Assessment (data gathering) and Strategy Setting (determining client goals, strategies, and techniques). Phase III, Implementation, works toward achieving stated objectives through behavior, strategy and focused change. Phase IV, Close-Out, Reporting and Evaluation assesses results in relation to goals and makes recommendations for next developmental steps.

TMG's coaches provide in-person coaching services by meeting face-to-face with the executive and distance coaching electronically between face-to-face meetings. The coach also plans strategies to support the executive, designs experiments, and documents process and progress.

Coach "matching" is facilitated by TMG's provision of several certified coach biographies from which the executive can interview and select based on expertise in executive goal areas and learning/interaction style.

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Professional Development Training

The Millennium Group International, LLC (TMG) provides clients with Professional Development solutions to build organizational capacity. TMG delivers a variety of training programs from half-day workshops to blended learning experiences utilizing top subject matter experts. All programs can be customized to reflect the client's unique work culture and business. For instance, we can include specific industry case studies or add client organization's specific forms and processes into the training. Our objective for every engagement is to maximize the application of learning to the job, which leads to increased productivity and performance effectiveness.

The TMG Advantage

- ✓ Wide variety of development programs
- ✓ Sizable cadre of Top Instructors and Facilitators
- ✓ Customized for high impact
- ✓ Interactive and engaging
- ✓ Experienced with getting results
- ✓ Superior service through a partnering approach: collaborative and responsive

Methodologies

The workshops TMG provides utilize a variety of learning methodologies including:

- Self-assessments to help participants understand themselves and others in a specific environment.
- Interactive class discussion for peer learning.
- Experiential exercise and case studies to assist in workplace application.
- Videos to assist in seeing the appropriate workplace behavior.

These learning tools and techniques enable participants to appreciate individual differences and to develop effective strategies for leading, managing and working with each other. At the end of every program, participants apply the learning through creating a personal development action plan

Leadership & Management

Leadership teams need tools to grow the bottom line. Foundational leadership training is followed by skill-building workshops taking leadership skills to the next level.

- Understand the role of the effective leader in your organization
- Assess their own natural leadership style, and identify areas for development and improvement.
- Learn how to make decisions to involve team members to a lesser or greater degree, depending on the circumstances of each situation.
- Learn to communicate, delegate, and follow through effectively, to help the team deliver business results and develop group capacities and strengths.

Communications

There is always an opportunity to improve communications across the organization. Empower employees with understanding the most effective tools to use depending on the situation.

- Communicating Your Case
- Effective Communications for Managers
- Executive Presentation Skills
- Powerful Presentation Skills

Emotional Intelligence

Build, sustain and maximize working relationships in the work place. Improve organizational maturity by addressing key behavioral competencies.

Compliance

Compliance training not only helps employees gain appreciation for legal and ethical boundaries, there are real benefits to productivity and communications. A respectful workplace is the best situation for any organization.

- Ensuring a Respectful Workplace
- Equal Employment Opportunity Training for Employees
- Managers and the Law: The Basics of Managing Legally and Effectively
- Sexual and Discriminatory Harassment for Managers

Productivity

Getting more done with less. Show your organization the way through building teamwork, improving project management and develop personal effectiveness skills.

Many More Choices:

- Customer Service and Satisfaction
- Sales Training
- Diversity and more!

See the complete TMG Catalog at:
http://www.tmgi.net/training_services



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Management Consulting

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TMG Consulting Services provide a blend of strategy development, change management assistance, operational improvement guidance, development of coaching skills, financial management, and technology implementation. TMG consultants are current in their field, which provides clients with industry benchmarks and the insight to apply best practices in unique organizations.

The TMG Advantage

- ✓ Sizeable cadre of authoritative expert consultants
- ✓ Wide range of subject matter expertise
- ✓ Experienced with getting results
- ✓ Superior service levels through a partnering approach: collaborative and responsive

Grants Management and Technical Assistance

- Technical Assistance
- Meeting Planning, Logistics & Facilitation
- Compliance Reviews
- Best Practices Reviews
- Document Development
- Assessments

Human Resources Consulting

- Total Rewards and Compensation Studies
- On-Boarding Programs
- Retention
- Performance Management
- HR Handbooks & Audits
- Affirmative Action Plans
- Interim Placements

Strategy and Organizational Development

- TMG Strategic Roadmaps
- TMG Strategy Implementations
- TMG Balanced Scorecard Process
- TMG Strategic Workforce Planning

Team Building

- Peer Coaching/Facilitated Learning Teams
- Action Learning
- Blended Learning Solutions

Measurements and Benchmarking

- Surveys
- Metrics and benchmarking
- Assessments

Technology Implementation

- Business Modeling and Analysis
- IT Governance
- Program and Project Management
- Systems Implementation

Financial Management

- Cost Estimation and Analysis
- Budgeting and Analysis
- Economic Analysis
- Earned Value Management (EVM)
- Program/Project Management
- Capital Budgeting
- Schedule Management and Analysis
- Business Analysis

The TMG Process

TMG customizes all service offerings to meet the needs of the client. TMG partners to:

1. Determine project goals
2. Produce and validate the project/process design
3. Generate a base from which to track/measure project viability
4. Plan for client involvement
5. Design powerful processes
6. Implement appropriate assessments, research, data gathering, surveys, best practices
7. Generate organizational, team, individual development/change plans
8. Provide traditional and non-traditional approaches to on-going support and reinforcement for organizational/behavioral change
9. Evaluate program effectiveness



LABOR CATEGORY DESCRIPTIONS**EXECUTIVE LEVEL/PROGRAM MANAGER**

The Millennium Group International's Job Title: Executive Level/Program Manager

Leads program management and strategy efforts in planning and organizing appropriate key resources to support and complete management, organizational and consultation services. Is the senior level manager for the coordination of consulting efforts with federal agency or private sector senior executive or senior management team.

Duties:

- Performs Strategic Planning
- Performs Workforce Planning/Program Staffing
- Manages Programs i.e. drives strategy implementation; provides client and consultant interface; selects, coordinates with, trains other adjunct or staff resources; serves as the director or leader, coach and mentor to all team members on contracting engagements; conducts program-level negotiations; performs planning/budgeting; determines and drives project integration and linkages; conducts program tracking/evaluation; devises program strategy or strategy adjustments to address change; reviews project evaluation and strategies modifications; manages consultants
- Provides subject matter expertise

Requirements:

Ph.D. and 10 years of applicable experience, or Masters Degree and 15 years of applicable experience or Bachelor's Degree with 20 years applicable experience

SENIOR LEVEL/PROGRAM MANAGER/TASK LEADER

The Millennium Group International's Job Title: Senior Level/Program Manager/Task Leader

Serves as a project leader and is recognized as accomplished in one of more of the project areas. Serves as the project manager and/or team lead for a team of consults, supporting a major organizational initiative or effort.

Duties:

- Manages overall project
- Scopes and designs new projects
- Selects, coordinates with, trains other adjunct or staff resources.
- Designs, organizes, leads and conducts benchmarking/project research efforts
- Develops strategy/planning for current projects
- Devises project strategy or strategy adjustments to address change
- Tracks project(s)
- Strategies with, interacts with, meets with, interviews, facilitates focus groups, makes presentations to organizational leadership
- Develops project/training/focus group/intervention/developmental/web-based designs
- Develops project assessment processes
- Develops communication plans
- Manages to deliverables
- Documents processes
- Delivers Executive/Leadership Development and Coaching

Requirements:

Masters Degree and 10 years of applicable experience, or Bachelor's Degree and 15 years of applicable experience

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SENIOR CONSULTANT

The Millennium Group International's Job Title: Senior Consultant

Provides consulting services to organizational leadership and staff members on implementation initiatives. Supports efforts through design, development, implementation of organizational initiatives, training and development programs, organizational capacity building processes, identifying best practices, and creating and assessing performance measurements. May be under the supervision of the Project/team leader or may work independently.

Duties:

- Produces deliverables
- Interfaces with other organizational functions necessary to produce deliverables
- Meets and coordinates with staff, committees, advisory groups
- Designs, develops and presents executive leadership and staff training programs
- Implements organizational/project change
- Implements communication plans
- Delivers group facilitation, interviewing, training and provides additional forms of knowledge transfer.
- Coordinates with, trains other adjunct or staff resources
- Coaches presenters/trainers

Requirements:

Masters Degree and 5 years of relevant experience, or Bachelors Degree and 10 years of relevant experience.

MANAGEMENT CONSULTANT

The Millennium Group International's Job Title: Management Consultant

Provides consulting services to staff members on implementation initiatives. Supports efforts through design, development, implementation of organizational initiatives, training and development programs, organizational capacity building processes, identifying best practices, and creating and assessing performance measurements. May be under the supervision of the Project/team leader or may work independently.

Duties:

- Produces deliverables
- Interfaces with other organizational functions necessary to produce deliverables
- Meets and coordinates with staff, committees, advisory groups
- Designs, develops and presents staff training programs
- Implements organizational/project change
- Implements communication plans
- Delivers group facilitation, interviewing, training and provides additional forms of knowledge transfer.
- Coordinates with other adjunct or staff resources

Requirements:

Bachelor's Degree and 5 years of experience

THE MILLENNIUM GROUP INTERNATIONAL, LLCwww.tmgi.net**ADMINISTRATIVE ASSISTANT**

The Millennium Group International's Job Title: Administrative Assistant

Provides administrative project support.

Duties:

- Drafts communications vehicles from approved copy
- Designs graphics
- Lays-out vehicle design
- Coordinates approval process
- Produces communications vehicles
- Consults on branding and organizational "look"
- Consults on marketing process
- Provides other administrative support as assigned

Requirements:

- Four year degree preferred but not required
- Minimum of three years experience in a communications/marketing/administrative level position in business or government